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## **SAM-PURCHASES (Cont.d)**

### **ITEM INSTRUCTIONS**

#### **MISCELLANEOUS ITEMS**

##### **WATER, BOTTLED DRINKING**

**3612**

(Reviewed 12/12)

Building codes or health ordinances in most localities require that a building owner provide occupants a convenient source of good drinking water. It is the policy of the State to provide adequate facilities for cold drinking water from fountains connected to the building water supply. When an agency enters into or renews a lease, the lessor should, if possible, be required to provide adequate cold drinking water facilities at no cost to the State. Before entering into or renewing a lease, agencies will determine the fitness or palatability of available drinking water facilities.

Bottled drinking water may be purchased by the agency where it has been determined that the building water supply is not fit for human consumption or where the cost of connecting a drinking fountain to the building water supply renders it impractical. No other purchases of bottled drinking water will be made. See SAM Section 3571.2.

Where the building drinking water supply in existing State occupancies is so tepid as to render it unpalatable, consideration will be given to agency requests for the purchase of water coolers. Rental expense for water coolers is not authorized except in certain field conditions where potable water is not available.

##### **TRADING STAMPS**

**3613**

(Reviewed 12/12)

State employees must not accept trading stamps issued in connection with State purchases; for example, when buying gasoline for State cars. The State has a statewide contract under which credit cards are used, which affords favorable prices to the State. Service station operators have no obligation to issue trading stamps or any other considerations for services to State vehicles under this contract.

If, however, contrary to regulation a State employee does receive trading stamps in connection with any State purchase, such stamps are the property of the State and under no circumstances may an employee use them for his/her personal benefit. It is the responsibility of the employee to immediately transmit them to the accounting office of his/her agency.

When the agency accounting officer has accumulated a sufficient quantity of trading stamps, he/she should contact an institutional agency to arrange for transmittal of the stamps to an institution where they can be used to secure items for inmate or patient recreation such as athletic equipment, stationery, etc.

##### **HEAVY EQUIPMENT**

**3615**

(Reviewed 12/12)

Agencies submitting purchase estimates for heavy equipment items of the type included in the Statewide Mobile Equipment Inventory will include a statement, on the purchase estimate, that the availability of surplus equipment for interagency purchase or rental has been investigated and no suitable equipment is available. Copies of the inventory can be obtained from the Office of Fleet Administration, Department of General Services, Sacramento. See SAM Section 3522.1.

**ACQUISITION OF VEHICLES**

**3620**

(Revised 12/06)

Purchase of State vehicles will be made by consolidation of agency annual requirements in order to effect savings by volume buying. See Government Code Section 14615 and Public Contract Code Section 10308. In addition, Government Code Section 13332.9 provides that:

"No purchase order or other form of documentation for acquisition or replacement of motor vehicles shall be issued against any appropriation until the Department of General Services has investigated and established the necessity therefor. No surplus mobile equipment may be acquired from any source by any State agency for program support until the Department of General Services has investigated and established the need therefor."

Purchase estimates for all motor vehicle purchase requests shall be sent directly to the Office of Fleet Administration, Department of General Services, to determine whether available surplus vehicles can be utilized in lieu of a new vehicle purchase and to investigate and establish the necessity therefor. See SAM Sections 4111, 4113.

For an additional vehicle or for replacement of a vehicle not meeting replacement criteria specified in SAM, recommendation of the Office of Fleet Administration Automotive Inspector in the area where the vehicle will be or has been used will be required. To expedite processing of such purchase estimates, departments are requested to secure a Report of Findings in advance from the area inspector. A copy of the report should be attached to the estimate. See SAM Section 4111.

The Office of Fleet Administration will review the estimate and related documents, approve the estimate on behalf of the Director of General Services, and forward the estimate to the Office of Procurement, Department of General Services.

Agencies shall accept delivery of any make automobile regardless of the make specified on the purchase estimate. All passenger type motor vehicles purchased will be the typical Fleet vehicle, except for those purchased for elected officials and other special uses deemed appropriate by Office of Fleet Administration.

All vehicles shall be inspected for acceptance at the delivering dealer's place of business prior to delivery to the purchasing State agency. See SAM Section 4112. This inspection determines that all specifications are met and that the dealer has performed properly the pre-delivery inspection and servicing. The Department of General Services will provide the services of Inspectors of Automotive Equipment to perform the acceptance inspection prior to delivery for all departments in the Inspection Services Program. The owning agency, on receipt of vehicle, should check for any damage incurred in transit from dealer to point of delivery. It is the owning agency's responsibility to license the vehicles and put them in service.

Rental of vehicles from non-State sources for over seven (7) days must have prior approval from Office of Fleet Administration. See SAM Section 4117.2.

## **SAM-PURCHASES (Cont.d)**

### **TYPICAL FLEET VEHICLE**

**3620.1**

(Revised 9/83)

Typical fleet vehicles are two-door and four-door sedans with interior volume, passenger and luggage area combined, less than 110 cubic feet. Each agency's annual purchases for basic fleet needs must average at least 23 miles per gallon, Environmental Protection Agency combined city/highway mileage. The Director of General Services may adjust the average miles per gallon figure upward each year if examination of the mileage performance of vehicles that will meet the State's needs shows there will be at least two competing manufacturers that can meet higher mileage requirements. Colors will be mixed factory colors. The Director of General Services may approve requests for special colors as required for law enforcement and other specific use.

### **SPECIAL PASSENGER VEHICLES**

**3620.2**

(Revised 9/85)

Elective constitutional officers and members of the Governor's Cabinet may be provided with the make and model of vehicle the officer deems necessary, equipped as they desire.

Vehicles other than types listed in SAM Section 3620.1, such as trucks, buses, station wagons, and small equipment, will be authorized as the needs of the operating agency justify. Such vehicles will be equipped as required at the time of purchase. No modifications will be made to any vehicle without approval of Office of Fleet Administration, Department of General Services.

### **SAFETY STANDARDS FOR ALL STATE VEHICLES**

**3622**

(Renumbered from 4106 5/72)

The safety standards appearing in the following subsection are to be included in the specifications for all applicable State-owned vehicles.

### **BACK-UP ALARMS**

**3622.2**

(Revised 6/80)

Back-up alarms are required for every truck that has a body capacity of 2-1/2 cubic yards or more that is used to haul dirt, rock, concrete, or any construction material. The standard alarm to be used is a mechanical or approved electronic alarm that automatically emits a warning sound when the vehicle is moving in a reverse direction. Alarms used shall be listed as acceptable by the Department of Industrial Relations.

Such back-up alarms are recommended for use on other vehicles at installations where pedestrians are or may be exposed to the hazard of backing vehicles.

## **SAM-PURCHASES (Cont.d)**

### **TRAILER HITCHES AND COUPLINGS**

**3622.3**

(Revised 1/88)

All trailer hitches and couplings that are installed on towing vehicles and trailers shall comply with Society of Automotive Engineering (SAE) Specification J 684f. Standard hitches will be Class 2, 3, or Class 4. The following rules also apply:

- Minimum equipment for vehicles used to tow trailers with a Gross Trailer Weight (GTW) up to 3,500 lbs. shall be an SAE Class 2 hitch (2" ball on a 1" shank).
- Minimum equipment for vehicles used to tow trailers with a GTW 3,500 lbs. to 5,000 lbs. shall be an SAE Class 3 hitch (2" ball on a 1" shank).
- Minimum equipment for vehicles used to tow trailers with a GTW over 5,000 lbs. shall be either (a) a SAE Class 4 hitch (2-5/16" ball on a 1-1/4" shank), or (b) a pintle and eye hook type hitch provided and attached in accordance with SAE J 847 standards.
- All hitches shall be frame attached (no bumper hitches permitted). "Barden" or similar type bumpers shall be attached to the frame and installed or be attached to and/or reinforced to constitute a suitable Class 3 hitch.
- All installations shall be in compliance with the specifications and recommendations of the Society of Automotive Engineers, the manufacturer of the towing vehicle and the manufacturer of the towed vehicle.

### **TRAILER WIRING CONNECTIONS**

**3622.4**

(Renumbered from 4106.3 5/72)

Trailer lights and connections shall be in accordance with Society of Automotive Engineering (SAE) Specification J 560 A. Connecting cable and conductors shall meet the standard of SAE J 559.

### **STANDARD EQUIPMENT**

**3624**

(Revised 9/91)

The typical vehicle is equipped with automatic transmission. The following items of equipment, optional or standard for the model under contract, are provided:

- Installed safety seat belts and shoulder harness
- Directional signal with emergency flasher, and backup lights
- Rearview mirrors, inside and remote left-hand outside, right-hand manual
- Electric intermittent windshield wipers and manual windshield washer
- Manually controlled air conditioner, factory installed
- Tinted glass all around
- Fresh air heater and defroster, with multi-speed control
- Rear window defroster

(Continued)

**SAM-PURCHASES (Cont.d)**

## **SAM-PURCHASES (Cont.d)**

(Continued)

### **STANDARD EQUIPMENT**

**3624 (Cont. 1)**

(Revised 9/91)

- Oil filter, air cleaner, and high temperature thermostat
- Required emission control device(s)
- Dual padded sun visors, padded dash, and front seat padded with foam
- Glove compartment with lock
- Coat hook on each side of rear compartment
- Floor covering in front, rear, and luggage compartments
- Arm rests on left and right sides
- Cigarette lighter, ash receivers in front and rear compartments
- Power steering
- Tilt steering wheel
- Power brakes, disc front
- Cruise control
- Manufacturer's standard radio with push button tuning and antenna
- Radial tires
- Maintenance free batteries
- Coolant recovery system
- Inside hood release

### **AUTOMOTIVE EQUIPMENT, SPARE PARTS AND REPLACEMENT ITEMS**

**3626**

(Revised 12/06)

Whenever feasible, agencies should avoid maintaining a stock of repair parts, tires, tubes, batteries, and spark plugs. These items and other common automotive supplies should generally be obtained at the time of need from the State garages in Fresno, Los Angeles, Oakland, Sacramento, San Diego, or from contract vendors. Tires and batteries are available at San Bernardino State Garage (pool office). Stocking of parts by agencies may result in increased costs due to the parts becoming obsolete, being of the wrong size or design, loss, or having unnecessary surplus supplies accumulate in agency stockrooms.

## **SAM-PURCHASES (Cont.d)**

### **ANTIFREEZE** (Revised 12/06)

**3626.1**

All agencies will make the necessary arrangements early in the Fall to protect State equipment which will be operated in freezing weather. Antifreeze may be purchased from the State garages in Fresno, Los Angeles, Oakland, and Sacramento, where it will be installed for a fee. This is billed to the agency by the garage. State departments with automotive fleets may purchase and install supplies of antifreeze in assigned vehicles. The purchases may be made either through the Office of Procurement or via a department's delegated purchase authority. In an emergency, officers and employees may purchase antifreeze for their vehicles. See SAM Section 3629.

### **AUTOMOBILE BATTERIES** (Revised 12/06)

**3626.2**

Automobile batteries are to be secured through the State contract or, in an emergency, may be secured by a credit card purchase. See SAM Section 3629. Officers and employees who purchase batteries other than as authorized will be required to personally pay the difference between the State contract price and the price billed to the State by the vendor from whom the battery was obtained. No trade-in allowance is made for batteries.

Where feasible, agencies should accumulate junk batteries and sell them to recognized junk dealers by the bid process. Agencies with offices in the vicinity of Fresno, Los Angeles, Oakland, and Sacramento, may turn old batteries in at State garages for sale by the Department of General Services.

### **OIL FILTER ELEMENTS** (Revised 12/06)

**3626.3**

Oil filter elements (not the complete filter) may be purchased on the credit card of the contracting company; however, when convenient, the State garages in Fresno, Los Angeles, Oakland, and Sacramento should be called upon for this service.

State agencies are encouraged to use re-refined oil when replacing the oil for vehicle maintenance.

### **SPARK PLUGS** (Renumbered from 3623 5/72)

**3626.6**

Spark plugs will be ordered by model number if known, or the make, year, and model number of the equipment requiring the spark plugs. Emergency purchases of complete sets will be authorized only if request for payment is on an automotive repair shop (not a service station) invoice for engine repair or tune-up. Emergency replacement of single spark plugs is authorized and may be charged on a credit card.

### **TIRES AND TUBES** (Revised 12/06)

**3626.7**

A new tube should be installed in a new tire only when the condition of the old tube is such that it is no longer usable. If the old tube is blown out, has been patched a number of times, has grown in size (a good indication of this is chafing where the tube meets the rim), or has some other fault, it should not be used in a new tire. No trade-in allowance is made for old tires. In an emergency, tires or tubes may be purchased on a credit card providing SAM Section 3629 is followed.

Where feasible, agencies should accumulate old tires and tubes and sell them to recognized junk dealers by the bid process. Agencies with offices in the vicinity of Sacramento and Los Angeles may turn old tires or tubes in at state garages for sale by the Department of General Services.

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**SAM-PURCHASES (Cont.d)**

## **SAM-PURCHASES (Cont.d)**

(Continued)

### **TIRES AND TUBES**

**3626.7 (Cont. 1)**

(Revised 12/06)

Purchase of any special noncontract tires and tubes (such as puncture-proof tubes) must be approved by the Office of Fleet Administration, Department of General Services, and will be requested on regular purchase estimates. Bias-ply belted tires, nylon or polyglass are recommended as replacement except when replacing radial tires. Radial tires should be replaced with comparable grade radial tires. White sidewall tires may be accepted on the State Tire Contract in the event black wall tires are not available from the contractor. However, any white wall tires furnished must be mounted with the white wall turned in so it is not visible. White wall tires may be installed on vehicles with undercover plates.

Vehicles delivered with white sidewall tires by the vendor should not have the tires changed. When radial tires must be replaced and the worn tires being replaced were mounted with white walls outside, they may be replaced with white walls mounted outside provided there is no added cost to the State.

### **EMERGENCY PURCHASE OF AUTOMOTIVE EQUIPMENT**

**3629**

(Revised 12/06)

It is permissible to charge against credit cards items which are needed for real emergencies, such as damaged individual spark plugs (not sets), automatic transmission oil, light bulbs, fan belts, windshield wiper blades, cable for battery terminals, gasoline tank caps, tire or tube valve core, etc.

Purchases of antifreeze may be made on credit cards only in an emergency when the vehicle has lost its coolant due to a water hose or pump failure or is subjected to unseasonable freezing temperatures. This provision does not relieve agency officials of the responsibility for anticipating antifreeze requirements and ordering sufficient supplies in accordance with SAM Section 3626.1.

Purchase of tires, tubes or batteries may be made on credit cards under the following conditions:

1. Locations where the State's regular contractors have no outlets or stock or where the distance is too great to purchase from contractors' regular stock locations because of the time or expense involved; or
2. Special situations in an emergency where travel is required and purchase is necessary during hours when the regular contractor is closed (between 6 p.m. and 8 a.m. or on Sundays and holidays).

When a bona fide emergency requires the user of a General Services pool car to pay cash for repairs or for items included in the pool car rental charges, he/she may be reimbursed. See SAM Section 0758.

The usual product guarantees apply to these items. Trade-in allowance is applicable under certain conditions; if service station allows credit for old battery or tire, apply it toward purchase of new battery or tire.

It is the responsibility of the employee to justify the appropriateness of all emergency purchases as soon as possible. The Department of General Services will review the purchases when billed, and those not justified will be sent to the employee's agency for remittance from the employee. See SAM Section 4109 for auditing of charges.

## **CONSTRUCTION AND MAINTENANCE**

### **LIGHT GLOBES**

**3631**

(Revised 7/64)

Light globes will be ordered on sub-purchase orders prepared to include exact nomenclature which may be obtained from past purchase orders, by consultation with the Office of Procurement, Department of General Services, or from the purchase contract distributor.

## **SAM-PURCHASES (Cont.d)**

### **MEDICAL AND PERSONAL**

#### **DRUGS, GENERAL**

**3661**

(Revised 7/64)

Agencies ordering drugs should specify the largest size package feasible. Where available, information as to the relative costs should be reviewed and the possible savings compared with such factors as shelf life, repackaging facilities, and whatever safeguards are necessary. When packaging is not an important factor to the agency, only the quantity required should be given and packaging will be specified by the Office of Procurement, Department of General Services. When a package size is specified that is essential to the agency, the estimate should so indicate. The Office of Procurement will change packaging specifications (not the total quantity required) whenever it is in the State's best interest. Agencies will be contacted if the Office of Procurement is uncertain as to the feasibility of the change.

#### **HYPNOTIC AND NARCOTIC DRUGS**

**3661.1**

(Revised 9/91)

State agencies may purchase certain hypnotic and narcotic drugs for less than \$1,000 by sub-purchase order. All orders for drugs as defined in the Controlled Substance Act of 1970, et seq., must be in accordance with State and Federal laws and regulations pertaining to the purchase of such drugs. State agencies responsible for the purchasing and administration of drugs will apply for registration to the Drug Enforcement Administration (DEA Form 225) and will maintain their own DEA order forms.

All sub-purchase orders containing a drug as defined in the DEA Schedule II (narcotic) shall be submitted to the vendor with Narcotic Order Form DEA222C.

All sub-purchase orders containing a drug, as defined in the DEA Schedule III, IV or V, must have the agency's DEA Registration Number noted on the face.

#### **SURPLUS DRUGS AND MEDICAL SUPPLIES**

**3661.2**

(Revised 7/64)

When appreciable quantities of surplus drugs and medical supplies accumulate at institutions, they will be reported in detail to the Office of Procurement, Department of General Services, which will attempt to return these items to the vendor for credit or to sell them to another State agency. Any refund, credit, or income from sale or another State agency will be returned to the agency surrendering the surplus items.

Substantial quantities of drugs that are out of date may be reported to the Office of Procurement which will see if any credit or replacement is available from the vendor. The Office of Procurement is not equipped and will not be expected to determine or advise agencies whether drugs or medical supplies are still usable or should be discarded.

#### **TAX-FREE ALCOHOL**

**3661.3**

(Revised 9/82)

State agencies may purchase tax-free alcohol under their delegated purchase authority. Agencies responsible for the purchase and administration of alcohol will apply for the following permits from the Assistant Regional Commissioner (Alcohol, Tobacco, and Firearms), Department of the Treasury, Internal Revenue Service:

- o Form 2600 — Application for Permit to Use Alcohol Free of Tax.
- o Form 1450 — Application and Withdrawal Permit to Procure Spirits Free of Tax.

Form 1450 must accompany all delegated orders issued to vendors.

## **SAM-PURCHASES (Cont.d)**

### **OFFICE EQUIPMENT**

#### **UTILIZATION OF SURPLUS PROPERTY**

**3671**

(Revised 3/89)

A review procedure will be established within each agency or institution to determine that the expenditure is necessary and that all possible sources of surplus office equipment, including the Office of Procurement, Surplus Property Section, Department of General Services, have been considered. See SAM Section 3520, 3521.4.

The Office of Procurement will not process any purchase estimate for office equipment which does not include signed statements by the officer responsible for equipment requests that: (a) the expenditure is necessary, and (b) there is no current surplus property available to meet the agency or institution's need.

#### **DESKS AND RELATED ITEMS OF WOOD FURNITURE**

**3672**

(Revised 9/85)

Insofar as is practicable and consistent with matching of existent equipment, furniture manufactured by the Prison Industry Authority will be used by all State agencies.

#### **RUGS AND CARPETS**

**3673**

(Revised 7/97)

The purchase of rugs or carpeting for any State office, employees' living quarters, or any other facility shall be in accordance with Section 24 and 25 of the Budget Act and standards issued by the Director of the Department of General Services.

#### **TYPEWRITERS**

**3674**

(Revised 3/89)

All typewriter purchases by the Office of Procurement, Department of General Services, will be made by competitive bid, using State of California Specifications and Qualified Products List, obtainable from the Office of Procurement, Department of General Services. The lowest responsible bidder offering a product listed in the Qualified Products List will receive the contract.

Purchase estimates for manual typewriters will not be approved by the Department of General Services unless the Office of Procurement, Surplus Property Section, certifies on the estimate that substantially comparable used manual typewriters are not available from State Surplus Property stock.

Elite type face permits typing of 20 percent more copy than pica type in the same space, without significant loss of legibility. Therefore, elite type should, in general, be specified in requesting purchase of typewriters. Type larger or smaller than elite should be requested only when the intended use makes such an exception necessary. See SAM Section 6124.

#### **PENCILS, PENS, AND INK**

**3676**

(Revised 3/89)

It is generally State policy to provide employees with only such personal writing equipment as ordinary wooden lead pencils, inexpensive mechanical lead pencils, and standard desk pens where needed. Ink and lead may be furnished for refill purposes.

Although unit prices of such items as pencils, pens, desk sets, and bottles of ink are relatively small, the large orders for these items have resulted in surprisingly large dollar amounts. In the past, the total number of such items purchased has not appeared to present a reasonable relationship to the expected normal usage. All agencies are expected to exercise reasonable management care to avoid excessive usage and losses.

## **SAM-PURCHASES (Cont.d)**

### **BOOKKEEPING MACHINES**

**3678**

(Revised 1/77)

This section applies to the acquisition of types of bookkeeping machines which are not classified as electronic data processing equipment by SAM Section 4803. If after a review of SAM Section 4803 you have any doubts about the EDP vs. non-EDP classification of your particular application, please contact the Office of Information Technology.

Agencies will analyze their need for such bookkeeping machines on a cost/benefit basis before ordering them and will retain such analyses in their files for three years. Departments with institutions or branch offices will provide appropriate central direction to assure uniformity in the power of bookkeeping machines acquired except where differences in capabilities are warranted by differences in the volume or nature of the work that must be done.

### **REVIEW/APPROVAL OF MAILROOM EQUIPMENT**

**3680**

(New 1/86)

All requests for the acquisition of addressing, mailing, or related equipment require the review and approval by Business Equipment Management Services of the Office of Support Services. If the request involves leasing equipment, a lease/purchase approval is needed from the Office of Procurement.

The purpose of the review by Business Equipment Management Services is to ensure the State will obtain the maximum utilization of the proposed equipment.

Agencies requiring addressing, mailing or related equipment must attach an Equipment Request (Mailroom Equipment), Form OSS-BEMS 76, to their purchase requisition and send them to the Office of Support Services, Department of General Services, 3301 "S" Street, Sacramento, CA 95816. A copy of the Property Survey Report, STD. 152, should also be attached if the requested equipment is replacing existing equipment. The Office of Support Services will forward the request to the Office of Procurement for further action.

In order to properly evaluate agencies' addressing or mailing requirements, the Equipment Request (Mailroom Equipment) form should be fully completed. All requests for special features must be supported and justified by detailed explanations of the need for that feature. Samples of work to be performed by such special features are helpful and should be attached to the justification. All requests for a specific make and model (sole source) must be supported as outlined in SAM Section 3555 which governs "Limiting of Competitive Bidding".

### **FUELS AND PETROLEUM PRODUCTS**

#### **FUEL OIL**

**3681**

A single sub-purchase order may be issued to provide blanket authority for delivery under a single contract for a desired period.

#### **DIESEL OIL (REVISED 1/70)**

**3682**

State cars or trucks requiring diesel fuel oil may purchase this fuel on regular credit cards. (For bulk purchases see SAM Sections 3681 and 3684.)

#### **STOVE OIL**

**3683**

(Same as SAM Section 3681.)

#### **KEROSENE (BULK ONLY)**

**3684**

(Same as SAM Section 3681.) Small amounts of kerosene or diesel oil (too small to purchase in bulk) to be used in road flares, etc., may be charged on credit cards. Such purchases must not be more than five gallons for any one purchase.

## **SAM-PURCHASES (Cont.d)**

### **CLEANING SOLVENT (BULK ONLY)**

**3685**

(Same as SAM Section 3681)

### **NAPHTHA (BULK ONLY)**

**3686**

(Same as SAM Section 3681)

### **GASOLINE**

#### **AUTOMOTIVE**

**3687.1**

(Revised 12/12)

The purchase of unleaded gasoline, alternative fuels such as biodegradable diesel, E-85, CNG, or propane is authorized when conducting official State business. Unless specifically required by the vehicle manufacturer, the purchase of mid-grade or premium (supreme) unleaded gasoline is strictly prohibited. Where state alternative fuel vehicles support multiple fuels, one of which is gasoline, drivers should use alternative fuels wherever feasible.

#### **BULK**

**3687.2**

(Reviewed 12/12)

Bulk gasoline will be purchased only from contract vendors and State facilities. A single Sub-Purchase Order, STD. 40-A, may be issued to provide blanket authority for delivery under a single contract for a desired period.

### **GREASES (SAME AS SAM SECTION 3681)**

### **LUBRICATING OIL**

#### **AUTOMOTIVE**

**3689.1**

(Reviewed 12/12)

Lubrication oil to be used in State-owned automotive equipment (other than law enforcement or heavy-duty equipment) will be a heavy-duty type of detergent multiviscosity oil. The oil will be purchased from contract sources, including the following:

1. The current service station contract.
2. Department of General Services State Garages.
3. Any other State source securing oil on the bulk contract.

Lubrication oil purchases will be in compliance with the annual contract terms with the following exceptions:

1. In connection with a repair requiring the draining of oil or with a 12,000 mile preventive maintenance service at a dealership of the make of car being serviced.
2. With credit cards that have been authorized by the Department of General Services because the contracting company facilities are not available in certain areas.
3. If the available facilities of the contract company will not accommodate outside vehicles.
4. Purchases from State facilities.

If purchases not in conformity with the contract terms or these exceptions are made, the officers and employees who purchase the oil will be required to personally pay the difference between the contract price and the price billed to the State.

## **SAM-PURCHASES (Cont.d)**

### **BULK (LUBRICATING OIL)**

**3689.2**

(Reviewed 12/12)

A single Sub-Purchase Order, STD. 40–A, may be issued to provide blanket authority for delivery under a single contract for a desired period.

### **PAPER AND PRINTED MATTER**

#### **PRINTED MATTER**

**3690**

(Reviewed 12/12)

When ordering printed materials, the agencies are not to solicit bids themselves, but they may contact vendors to determine the purchase costs. When the purchase cost exceeds \$100, a Purchase Estimate, STD. 66, should be submitted to the Department of General Services, Office of Procurement.

#### **BOOKS AND PUBLICATIONS**

**3691**

(Reviewed 12/12)

Books will be purchased where the greatest discounts can be obtained. Books and periodicals will be circulated rather than purchasing duplicate copies.

Publication subscriptions will be obtained by competitive bidding whenever possible. Subscription lists will be checked to determine the continued need, and unnecessary subscriptions will be eliminated or terminated.

### **FORMS**

#### **INTER-DEPARTMENTAL COMMUNICATION FORMS**

**3692.1**

(Reviewed 12/12)

Order annually. See SAM Section 2838.2.

#### **EQUIPMENT IDENTIFICATION**

**3693**

(Reviewed 12/12)

Agencies will estimate annually their fiscal year requirements for equipment Identification tags. See SAM Section 8637. A purchase estimate will be submitted to the Office of Procurement, Department of General Services, to be received by the last work day in March, and will show the quantity of tags needed, together with the agency name or abbreviation and the inclusive serial numbers, when needed.

#### **MAPS, U.S. GEOMAPS, U.S. GEOLOGICAL SURVEY (REVISED 9/85)**

**3695**

Quadrangle maps prepared by the U.S. Geological Survey and covering areas within the boundaries of the State of California may be purchased by other State agencies from the Department of Water Resources, Central Records. Maps may also be obtained by submitting cash in advance to the U.S. Geological Survey, Denver Federal Center, Denver, Colorado or from other distributors.

## **SAM-PURCHASES (Cont.d)**

### **PAPER STOCK CHECKS**

#### **ORDERING PROCEDURES (REVISED 3/96)**

**3696.1**

Paper stock checks will be used for all accounts maintained in the centralized State Treasury System. Bank transit routing symbols, account identification and check serial numbers will be printed in magnetic ink. A standard design and color for checks and check copies have been established for use by all State agencies. Unless specifically authorized by Department of Finance, Fiscal Systems and Consulting Unit, no State agencies will deviate from these standards:

Checks will be ordered as follows:

1. Contract/Delegation Order, STD. 65, will be used to order checks from the contractor in accordance with the terms, conditions, and ordering dates specified in the annual contract. The minimum number of checks to be ordered will be 1,000 checks. Agencies will maintain sufficient checks on hand to last at least nine months, but not to exceed two years. The only exception allowed is that the minimum order of 1,000 checks may exceed a two-year supply. All orders received by the vendor will be consolidated and filled at one time four times a year. Agencies should allow approximately 120 days for delivery after the consolidation dates mentioned in the contract.
2. If an agency requires checks which are not available through the annual contract, submit a purchase estimate enclosing two voided check samples to the Department of General Services, Office of Procurement. Such checks will have the agency name and account numbers printed on each check. Agencies should allow 120 days for delivery if checks are ordered by estimate.
3. In case of an emergency only, agencies may order checks on Sub-Purchase Order, STD. 40 or 40A, from the State Treasurer's Office, P. O. Box 942809, Sacramento, California 94209-0001. The order will be accompanied by a detailed written explanation of the reason for the emergency and the steps being taken to ensure the emergency will not recur. Orders will not be filled without the explanation. The minimum number of checks which can be ordered is 1,000 or a multiple thereof. Orders will be limited to a sufficient volume to cover the agency's needs until its regular checks can be ordered and delivered. Normally, the Treasurer's Office can deliver the emergency checks in seven to ten days after receipt of the order. The checks will be issued in random, consecutively numbered blocks without regard to the check numbers used previously by the ordering agency. The agency account number on which the checks will be written must be indicated on the sub-purchase order so that it can be encoded on the checks.

All agencies should order and keep sufficient supplies of regular checks on hand so that emergency orders will not be necessary. Emergency orders will cost considerably more than regular orders due to storage and extra processing prior to use by the agency.

See SAM Section 8041 for check writing procedures.

#### **ENVELOPES FOR PAPER STOCK CHECKS (REVISED 6/80)**

**3696.2**

Special window-type envelopes to be used for mailing paper stock checks are obtainable from the Department of General Services, Office of Procurement, Material Services Section. Requisitions will be made on Supply Order, STD. 116.

#### **CONSOLIDATION OF AGENCY ORDERS (REVISED 9/77)**

**3696.3**

Contract/Delegation Order, STD. 65, for continuous-form checks must be submitted to the contractor in accordance with the schedule noted on the contract.